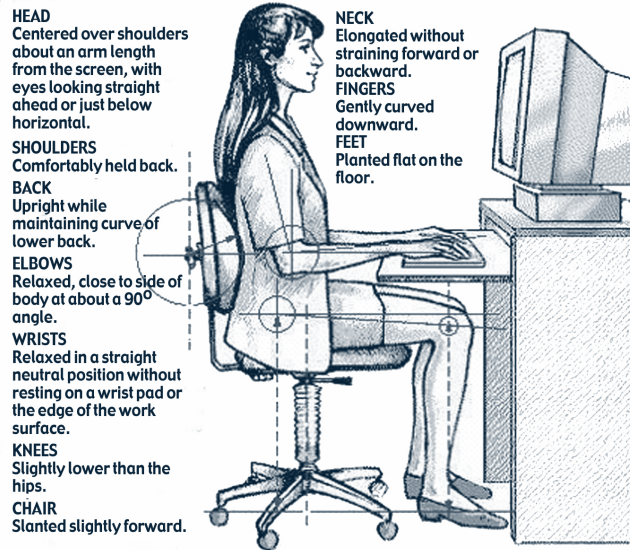


# Posture

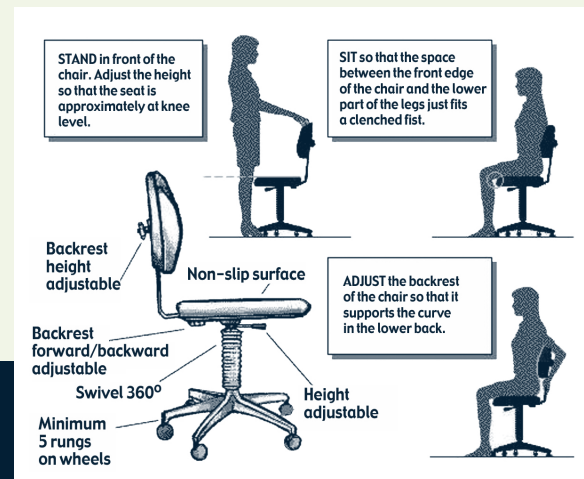
We spend much of our day in front of a video display terminal (computer). Ergonomics (the practice of arranging your workstation to fit your body) can help prevent aches, tension, fatigue, and other problems. Your goal is a comfortable, relaxed posture. If your own posture doesn't match the descriptions below, try a few of the simple adjustments suggested



- Ears, shoulders, and hips aligned, maintaining the back's natural curves
- Shoulders relaxed
- Elbows close to your body
- Forearms parallel to the floor
- Wrists straight
- Knees even with or slightly lower than your hips creating a 90° to 110° angle

# Your Chair

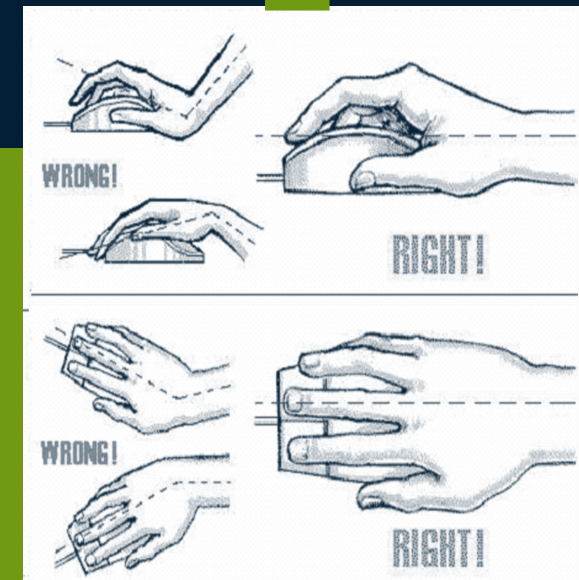
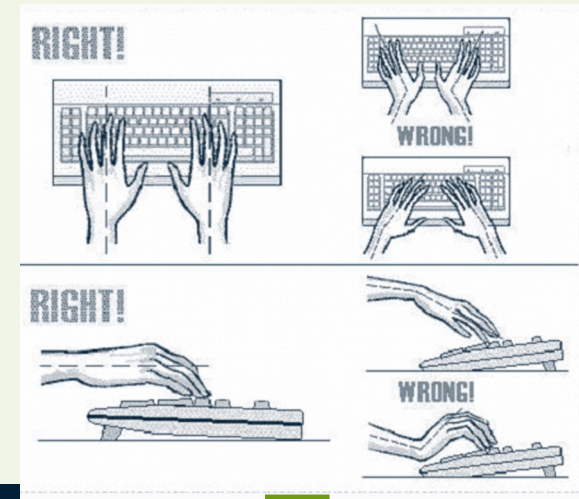
Adjust your chair to support good posture. You should be comfortable and able to move freely. Using good ergonomics to adjust your chair helps prevent back and neck pain, circulation problems, and fatigue. Check that your chair supports your body in a safe and comfortable position.



- Chair height adjusted so your forearms and thighs are parallel to the floor
- Lower back fully supported (use a backrest, thin pillow, or rolled-up towel, if necessary)
- Armrest used only to help you get out of your chair, not to lean on while you're working
- Sit at least 1 to 2 inches between the seat of chair and the back of knees
- Feet resting comfortably on floor or foot rest

# Keyboard & Mouse

Keeping your wrist and hand in line with your forearm in a straight neutral position reduces stress and strain on tendons and muscles. Below are the correction positions for keyboard and mouse.



# Work Area

Ergonomics also means rearranging your work area to keep your body in a comfortable position. Avoid reaching, straining, and twisting by positioning your computer screen, keyboard, and other workstation tools correctly.

"Rare" zone: 26 in.+  
(~65 cm.+)

"Occasional" zone:  
10-20 in. (~25-50 cm.)

"Usual" zone: up to 10 in.  
(~25 cm.)



**Usual Zone:** This area should contain only items that are used most frequently, e.g. keyboard, mouse, note pad.

**Occasional Zone:** This area should contain items that are used periodically, e.g. telephone, calculator, in-out trays, rolodex.

**Rare Zone:** This area should contain only items that are seldom used or for display only, e.g. pen/pencil cup, desk plant, photos, clock.

- Adequate legroom should be available under the work surface.
- The work surface should accommodate all required materials. Items used infrequently should be stored elsewhere

# Daily Routine

Sitting in the same position all day can restrict your circulation and cramp your muscles. To get your blood moving and relieve muscle tension, alternate computer work with other tasks. Take short breaks to stretch. And always report any work-related pain or problems to your supervisor. Make the following part of your daily routine:

Get up from your desk periodically and walk around

Slightly raise or lower the height of your chair on a regular basis

Every hour or so take a few seconds to:

Shrug your shoulders

Shake your arms

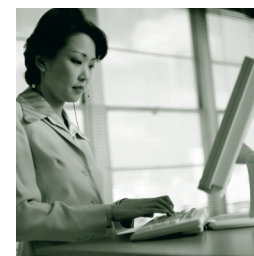
Stretch your legs and back

Rotate your ankles and wrists

Close your eyes



## The Department of Administrative Services



*in cooperation  
with your  
agency*

# Office Ergonomics

